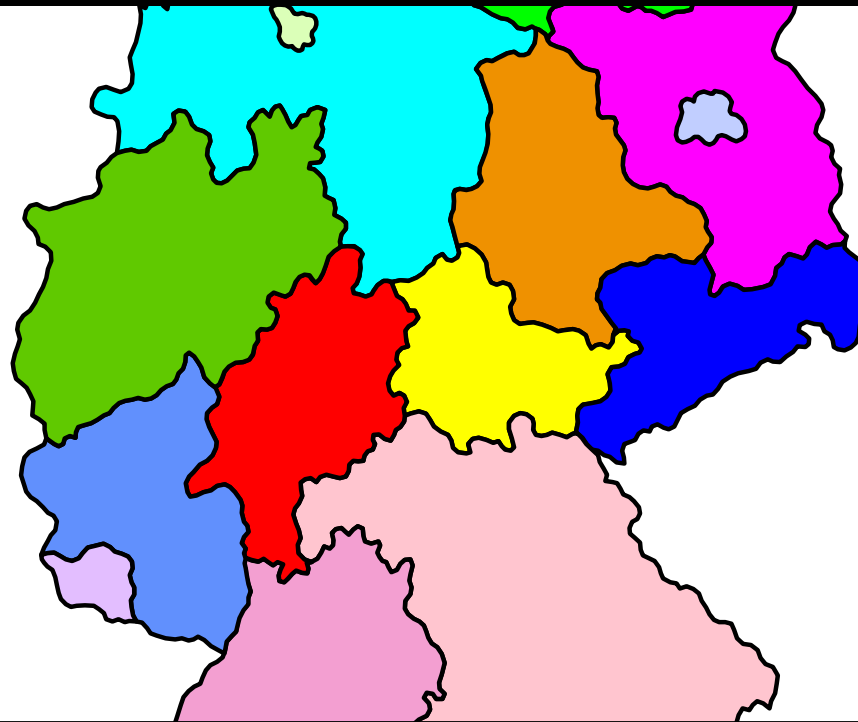




**98<sup>TH</sup> AREA SUPPORT GROUP**

***TEAM OF TEAMS***



**GOVERNMENT TRAVEL CARD  
TRAINING FOR CARDHOLDERS**



# AGENCY / ORG. PROGRAM COORDINATOR (A/OPC)

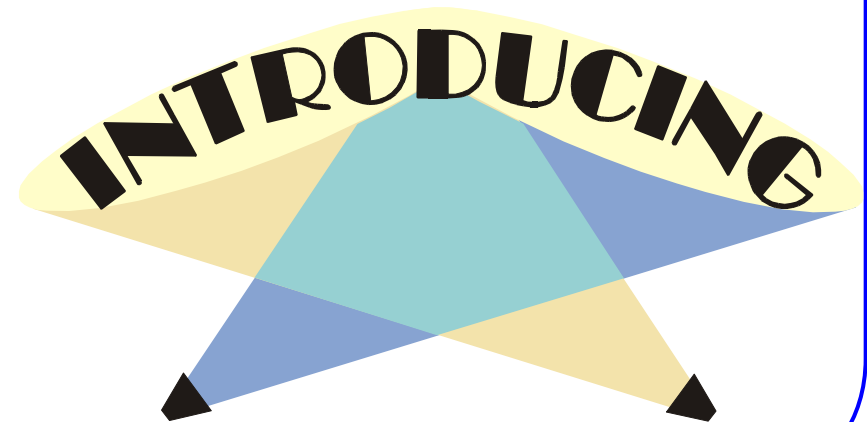


**DSN 351-4710 or CIV 0931-296-4710**

**Or**

**DSN 350-1410 or CIV 0931-889-1410**

**Location: Wuerzburg,  
Faulenberg Kaserne, Bldg. 208,  
Rm 107, Directorate of  
Resource Management**



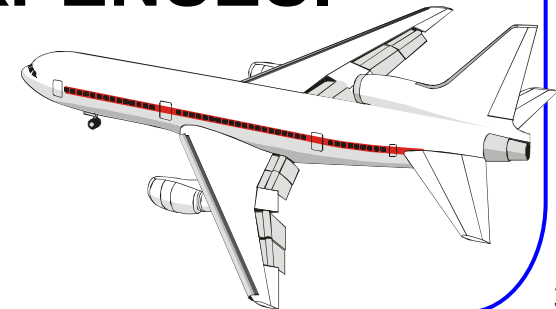
**TEAM OF TEAMS!**



# **IN PROCESSING PROCEDURES IF YOU HAVE A GOVERNMENT TRAVEL CARD**



- **Contact the A/OPC through your new resource management office or comptroller.**
- **Transfer Travel Card Account to New A/OPC.**
- **Contact Bank of America immediately to change previous address.**
- **DO NOT USE CARD FOR PCS EXPENSES.**





# APPLYING FOR GOVERNMENT TRAVEL CARD



- **Request an application through A/OPC or Activity (complete application and have supervisor sign).**
  - Check the appropriate box at the top of the application (i.e., new or established account).
- **Initial all statements on the Statement of Understanding and have supervisor sign.**
- **Fax or Send application packet to DSN 351-4746, CIV 0931-296-4746.**



# **FOLLOW-UP PROCEDURES UPON RECEIPT OF GOVERNMENT TRAVEL CARD**



- **Follow instructions given by the bank with the credit card.**
- **Check to see if you have a Personal Identification Number (PIN) – if not, contact the bank.**
- **Call A/OPC and notify them of receipt of card.**
- **Ask A/OPC if your card is standard or limited.**
- **Ask A/OPC to brief you on how the card is used.**

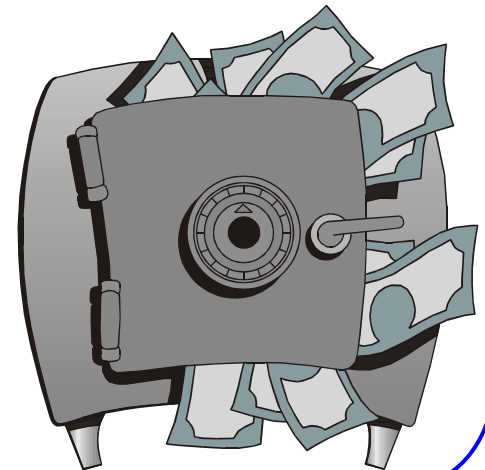




# **“STANDARD” GOVERNMENT TRAVEL CARD BREAK DOWN**



- **\$ 5,000.00 per billing cycle.**
  - **\$ 4,400.00 for travel per billing cycle.**
  - **\$ 500.00 cash from ATM per billing cycle.**
  - **\$100.00 for retail per billing cycle.**

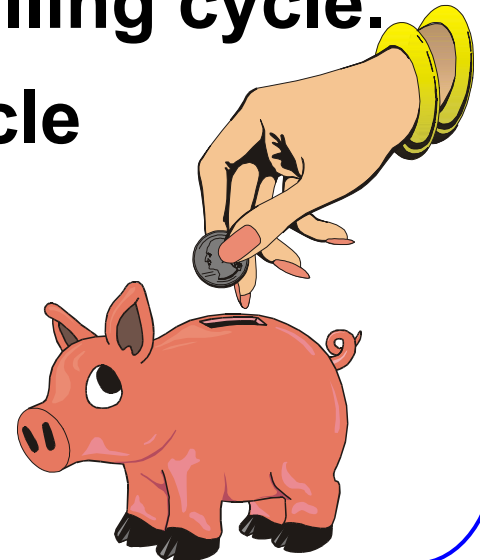




# **“LIMITED” GOVERNMENT TRAVEL CARD BREAK DOWN**



- **Contact A/OPC to activate card prior to use.**
- **\$ 1,250.00 per billing cycle.**
  - **\$ 1,000.00 for travel per billing cycle.**
  - **\$ 200.00 cash from ATM per billing cycle.**
  - **\$ 50.00 for retail per billing cycle**





# WHEN TO USE THE GOVERNMENT TRAVEL CARD

- Only for Official Government TDY travel.
- When the cost of TDY is **NOT** already provided and paid for.
- Away from your duty station, and in TDY status.
- ATM Advances will **NOT** be obtained earlier than 3 working days before scheduled travel.







# HOW TO USE THE GOVERNMENT TRAVEL CARD

- Card can be used at ATMs by keying in a PIN (you must have a PIN number).
- Present card to bank teller for cash withdrawals.
- Present card to merchants for rental car, lodging, food and other allowable reimbursable expenses.
- Call A/OPC for approval to use card to pay for training.



**TEAM OF TEAMS!**



# ILLEGAL USE OF THE GOVERNMENT TRAVEL CARD

- **FOR PERSONAL USE.**
- **For Airline tickets that are not purchased through a Commercial Travel Office (CTO). The CTO acts as an agent for the Government Travel Office.**
- **For PCS expenses.**

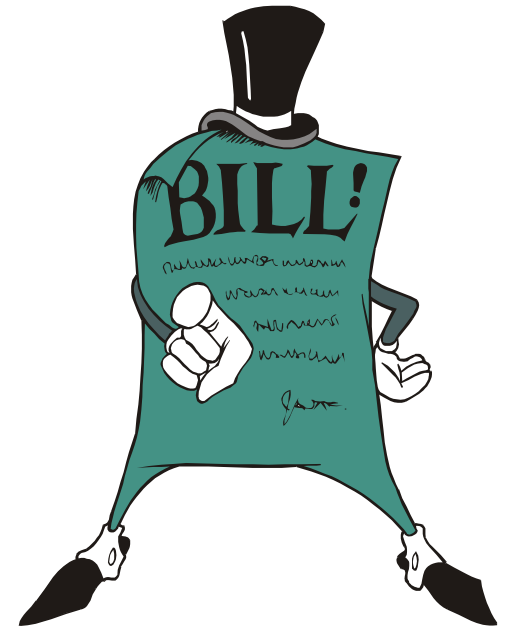
**Abuse is a violation of DoD regulations and is punishable under the UCMJ.**





# HOW & WHEN TO PAY YOUR BILL

- The card holder is personally responsible for timely payments.
- The bill **must** be paid in full by the billing date whether travel settlement is received or not.
- The bill can be paid by mail, phone, or at a local bank.





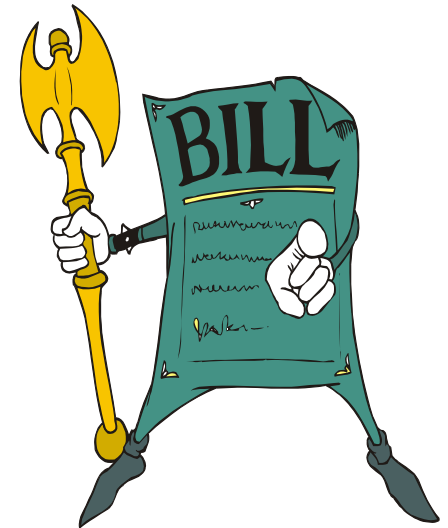
## PAY BY PHONE SERVICE

- Cardholders may elect to **pay by phone**.
- Phone service is a fee of **\$10.00**.
- Payment will be posted within 24 – 48 hours.
- Phone number is toll free at 1-800-472-1424.
- This fee is not a reimbursable expense to the government.



# CONSEQUENCES OF LATE PAYMENTS

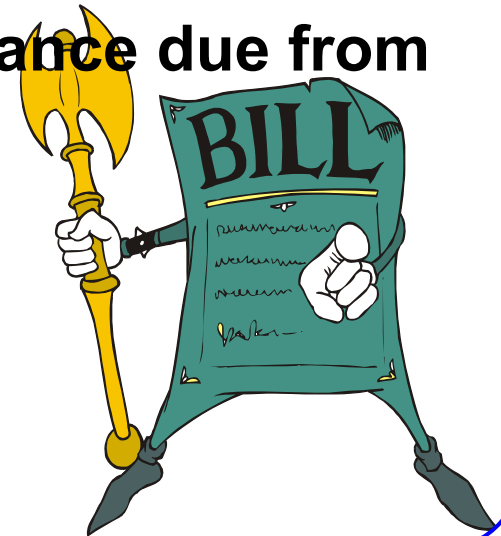
- YOU are reported **DELINQUENT** with payment to your A/OPC by the bank.
- YOU are **PENALIZED** with late fees/interest charges.
- After 30 days, YOU will be **REPORTED** to your Commander by the A/OPC.
- After 60 days, YOUR card privileges are **SUSPENDED** by the bank, and you are reported to your commander again.





# CONSEQUENCES OF LATE PAYMENTS Cont'd

- A two-time suspension can cause your A/OPC to close your account for further usage within this command.
- After 120 days, Card is **CANCELLED** and your account is permanently **CLOSED**. YOUR name is sent to DFAS to collect any outstanding balance due from your pay.
- YOU will **NOT** obtain a Government Travel Card again.





# WHEN TO SETTLE TDY TO PAY GOVERNMENT TRAVEL CARD



- Upon return from TDY.
- A partial settlement claim can be submitted every 30 days until TDY is completed and then a final settlement claim is required. (NOTE: Mark **Split Disbursement** on your Settlement Claim.)





# EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

- Returned Check Fee.
- Phone Payment Service Fee.
- Delinquent Fees.
- Administrative fees for processing bad debt.







# EXCEPTIONS TO SUSPENSION OF CARD PRIVILEGES



- **The APC must be notified in advance of any circumstances that will preclude traveler from filing settlement vouchers on time.**
- **The APC is notified in advance that the cardholder is under competent orders which prohibit prompt payment of charge card bills.**



# **OUT PROCESSING PROCEDURES IF YOU HAVE A GOVERNMENT TRAVEL CARD**



- **Notify A/OPC of date of PCS/ETS and change of address.**
- **Bring Clearing Papers and a copy of orders to A/OPC for stamp and signature.**
- **Ask to be briefed on procedures for next duty station.**





# Bank of America Government Travel Card Customer Service



- Toll-free number is 1-800-472-1424.
- Enter AT&T Direct Access Number 0-800-2255-288.  
Tell operator you are calling 800-472-1424 or enter the number if prompted.
- If unable to call toll-free,  
call collect at 757-441-4124.

